



## **Part-Time Donation Specialist – RESALE SHOP**

***Normalcy. Dignity. Hope.*** – Christ’s Haven For Children is a nonprofit organization centered around these core values. We are located in the North Fort Worth/Keller area and provide a trauma-informed, family model of care for displaced children, teens, and young adults. As a voluntary placement organization, we are an option outside of traditional foster care, often when a caregiver has exhausted all efforts to care for a child. Whether a child is with us for six months or sixteen years, we utilize that time loving them as our own and instilling normalcy, dignity, and hope into their lives. As a Christian faith-based organization, our hope is that their time with us will help lead them toward healing from their past abuse and/or neglect.

We are looking for a part-time professional (20-30 hours/week) to join our team as a **Donation Specialist at the Christ’s Haven Resale Shop**. Sales revenue from the Christ’s Haven Resale Shop helps fund the organization’s operations and mission. Reporting to the Christ’s Haven Resale Shop Manager, the Donation Specialist will assist in picking up donations, unload donations, and assist at the Resale Shop as directed.

### **Core Competencies & Responsibilities:**

Customer Service

Interpersonal Communications

Physical Demands

### **Responsibilities**

- Loading, unloading, and placement of donated items at Christ’s Haven Resale Shop
- Receive donations at Christ’s Haven Resale Shop
- Assist with customer needs loading purchases
- Assist other Christ’s Haven Resale Shop employees as needed with moving of furniture, heavy items in store
- Periodic Resale Shop maintenance & cleaning
- Occasionally drive Resale Shop truck to pick up donations (Must be 21 years or older for this responsibility.)
- Others duties as assigned by Christ’s Haven Resale Shop Manager

### **Qualifications:**

- High school diploma is required or able to show proof that you are working toward that goal
- Able to lift, move, and load heavy items – sometimes exceeding 50 lbs

- Demonstrate effective verbal communication & customer service skills
- Demonstrate effective time management and the ability to prioritize tasks
- Ability to diffuse crisis situations
- If driving Resale Shop truck for donation pick up, must be at least 21 years old
- Willing to submit to organization's background check and drug test.
- Willing to sign organization's Statement of Faith.

**Position:**

The Donation Specialist is a part-time, non-exempt position that will work at the Christ's Haven Resale Shop (301 N. Main Street, Keller, 76248) 20-30 hours a week.